



Office of Special Events, Film & Tourism

Special Events and Tourism Update
December 2019

TOPICS



Tour Service for Hire Update

Special Events Ordinance Goals / Updates

Special Events Permit Application / Guide

Special Event Impact Rating (SEIR) Chart

Changes to Special Event Ordinance



Tour Service for Hire Combined Ordinance (Restructure)

Previous Structure

Chapter 6, Article R – Tour Service for Hire

Chapter 6, Article S – Horse Drawn Carriages for Hire

Chapter 7, Article F – Bicycles, Mopeds, and Skateboards

Chapter 6, Article DD – Pedicabs



CH 6, R
Tour
Service



CH 6, S
Carriages



CH 7, F
Quadracycles



CH 6, DD
Pedicab
(Tours)

Restructure

ONE SINGULAR ORDINANCE - Chapter 6, Article R – Tour Services for Hire

**Single Ordinance
Governing All Tour Services**



**CH 6, R
Tour Services for
Hire**

Proposed Restructure

Chapter 6, Article R – Tour Services for Hire

STRIKE → Chapter 6, Article S — Horse-Drawn Carriages for Hire

REMOVE QUADRICYCLE PORTION → Chapter 7, Article F – Bicycles, Mopeds, and Skateboards

ADD REFERENCE TO NEW TOUR ORDINANCE AND NEW BOUNDARIES → Chapter 6, Article DD – Pedicabs



CH 6, R
Tour
Service



CH 6, S
Carriages



CH 7, F
Quadricycles



CH 6, DD
Pedicab
(Tours)

NEW Article R, Tour Service For Hire Divisions

1. General Provisions
2. Tour Service Vehicles
3. Horse Drawn Carriages
4. Quadricycles
5. Walking Tours
6. Enforcement and Penalties

Changes

ITEM	ORDINANCE	CHANGE
Definitions	All	Combined definitions across ordinances into one list in NEW Article R, Tour Services.
Matching Sections	All	Combined sections that were identical across ordinances (Fixed Place, Business License, Etc.) into NEW Article R, Tour Services.
Format	NEW Article R, Tour Services	Reformatted ordinance layout into cleaner, bulleted paragraphs.
Divisions	NEW Article R, Tour Services	Created 6 Divisions within the new restructured Tour Service Ordinance.
Numbering	NEW Article R, Tour Services	Renumbered ordinance, leaving reserved sections at the end of each division for future changes.
Strike entirety of current Article S	Article S, Carriages CH.7, Article F , Quadricycle portion	Combined now into NEW Article R, Tour Services.
Add reference to NEW Article R	Article DD, Pedicabs	Reference to NEW Article R, Tour Services allowing Pedicabs to register as tour companies.

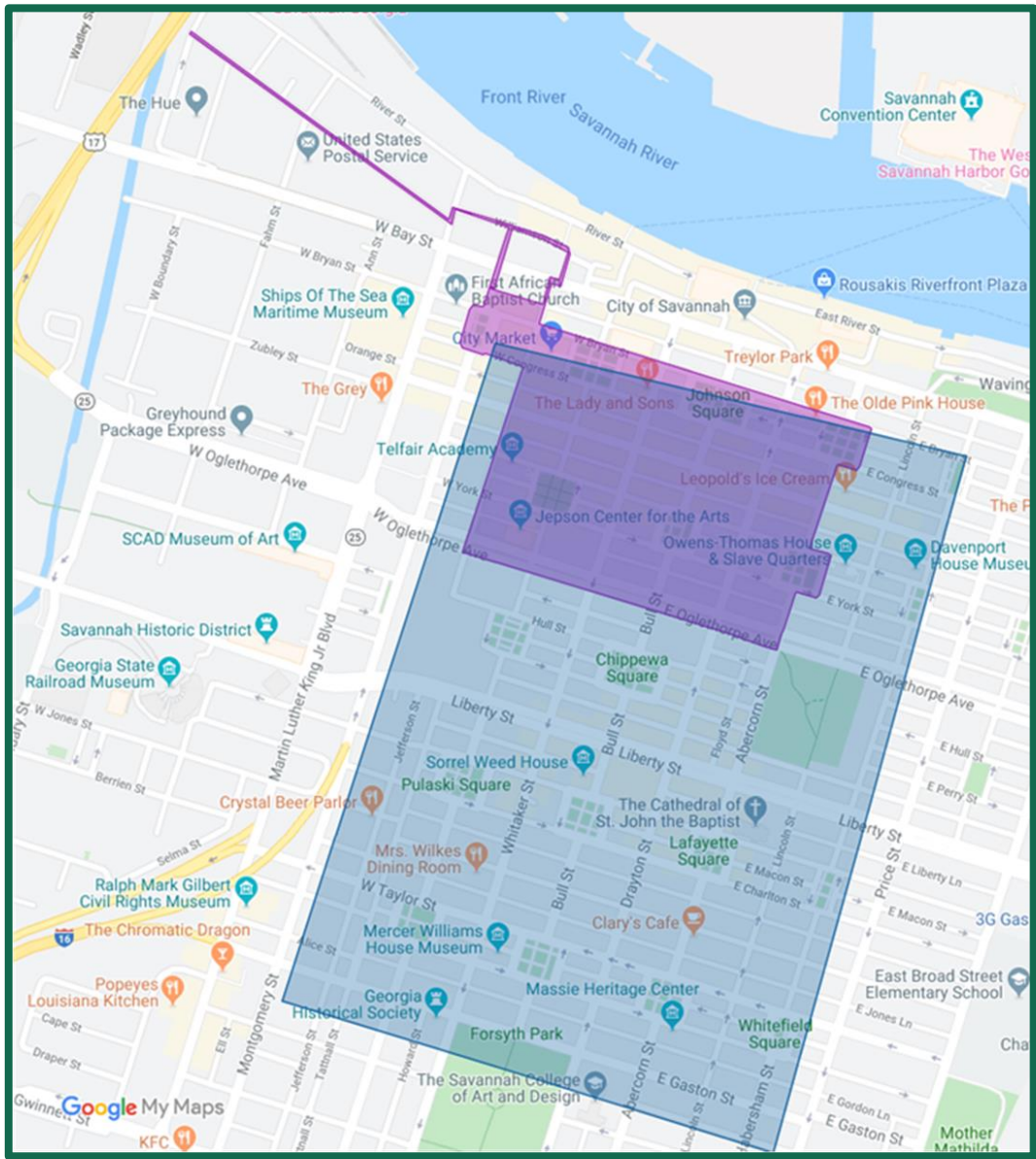
Changes

ITEM	ORDINANCE	CHANGE
Add Pedicab Section	NEW Article R, Tour Services	Added Sec. 6-1535 allowing Pedicabs to register as a Tour Service Company, and reference Article DD for general Pedicab operation.
Insurance	NEW Article R, Tour Services	Combined all insurance and indemnity requirements into one section with policy limits listed.
Amphibious and Hot Tub Vehicles	NEW Article R, Tour Services	Restricted amphibious style or hot tub style vehicles from becoming Tour Service Vehicles.
Specific Directors	NEW Article R, Tour Services	Changed 90% of the Director specific roles to read "City Manager or his / her designee" to reduce the need of future minor ordinance revisions.

Quadricycle Specific Changes

ITEM	ORDINANCE	CHANGE
Movement of Quadricycles in City	NEW Article R, Tour Services	Required that quadricycles follow the same rule as horse drawn carriages as it pertains to safely moving to the side to allow for traffic flow.
Quadricycle Boundaries Extended	NEW Article R, Tour Services	<p>Quadricycles shall only operate in the area encompassing Jefferson Street to the west, Oglethorpe Avenue to the south, Abercorn Street to the east, and Bryan Street to the north.</p> <p>Quadricycles may access Montgomery Street north of Congress Street. Quadricycles may cross Bay Street to access Williamson Street and Indian Street only at the signalized street lights on Montgomery and Jefferson Streets; provided that no quadricycle may cross Bay Street at any time between 3:30 p.m. and 6:00 p.m. Monday through Friday.</p>

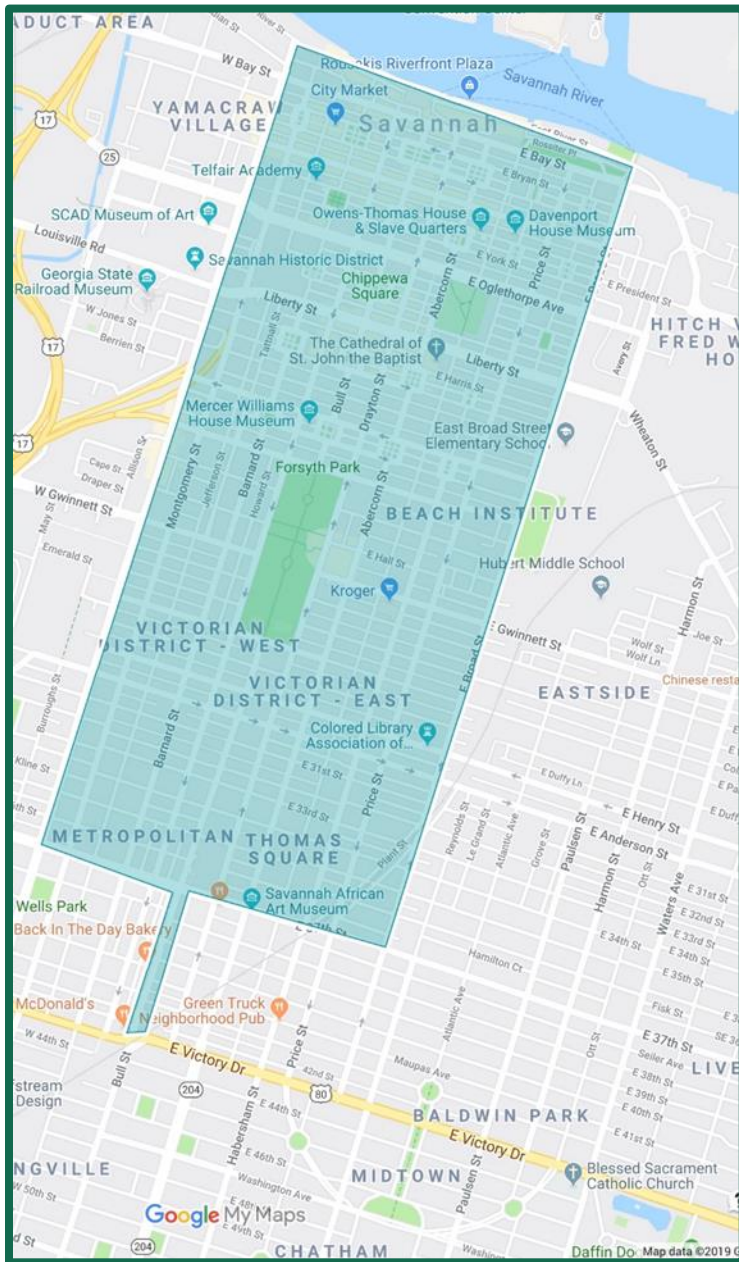
The map displays the Savannah Historic District, a large area in the center of Savannah, Georgia. The district is outlined in purple and includes numerous historic and cultural landmarks. Key locations within the district include the Ships Of The Sea Maritime Museum, The Grey, Telfair Academy, Jepson Center for the Arts, the Cathedral of St. John the Baptist, and the Massie Heritage Center. The district is bounded by the Savannah River to the north and the Savannah Harbor to the east. The map also shows the Savannah College of Art and Design, the Georgia State Railroad Museum, and the Georgia State Capitol. The map is a Google Map, as indicated by the Google My Maps logo in the bottom left corner.



Pedicab Ordinance Specific Changes

ITEM	ORDINANCE	CHANGE
Purpose of Pedicabs	NEW Article DD, Pedicabs	Ability to register as a tour service provider under Article R
Qualifications of Applicant	NEW Article DD, Pedicabs	Pedicab driver minimum age decreased to 16; applicants cannot be convicted of felony crimes committed against persons
Area of operation - generally	NEW Article DD, Pedicabs	Expansion of boundaries: North, South, East, West boundaries; permitted exceptions; permanent prohibitions; permitted only to cross; time restrictions; bike lane usage; Forsyth Park Band Shell lot

Pedicab Boundary Map



FAQ

1. Do you have to register each pedicab as a tour service vehicle if you would like to offer tours.

- Yes, Each pedicab company that opts to offer tours must register each pedicab that will offer tours. You must pay for the yearly decal, inspection fee (registration) and preservation fee per pedicab that offers tours.

2. Where do I obtain my city issued identification badge?

- Each business owner will be responsible for submitting an I.D. photo, name, phone number, and email of all employees with your yearly registration to Mobility and Parking services. You will pick up your badge at the Office of Special Events, Film, and Tourism located in Daffin Park. The badge is free until April 1, 2020. After that the I.D. badge will be \$20.

3. Will all tour companies be required to provide a route?

Yes, all tour service companies are required to provide a route. A route must be provided every year to mobility and parking.

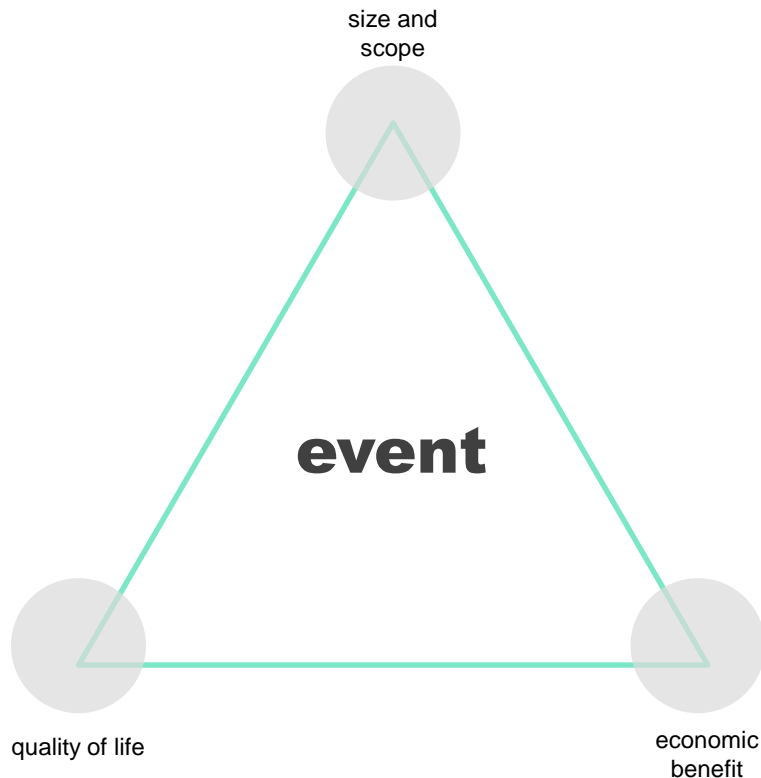
4. Does the insurance requirements affect me?

- Yes, If you own and/or operate a tour service company in savannah you must abide by the new insurance requirements.

THANK YOU!

Final Questions?

Special Events Ordinance



To Regulate
size and scope

To Balance
quality of life

To Recognize
economic benefits

ORDINANCE CHANGES

- Fee structure for events (Via annual revenue ordinance)
- Create SEIR structure (Special Event Impact Rating)
- Moderate event sound, waste, traffic, parking, safety, outreach, and notifications
- Created application submission time and deadline (Proactive Timeline)
- Establish provisions for event denial

OLD APPLICATION

PARADE OR PUBLIC ASSEMBLY PERMIT APPLICATION

Response	Percentage
Yes	85%

Street Address of Organization:

Name of Representative*

Street Address of Representative:

Phone Number: [REDACTED]

Email Address:

I understand it shall be unlawful to conduct any parade or public assembly, either fixed or processional, over, upon, or burdening the public properties of the City of Savannah, or employing facilities thereon, without first receiving a permit from the City Manager application made and approved according to the requirements set out.

Public assembly means any meeting, demonstration, picket line, rally, or gathering of 100 or more people for a common purpose that interferes with the normal flow or regulation of pedestrian or vehicular traffic, or that requires exclusive use of all or any part of public areas or facilities open to the general public.

If the applicant is an association of persons in fact or in law, the application shall contain a description of the entity; the name of said entity, if named; the registered or recognized address of the entity; the name of the person making the application on behalf of the entity; such person's relationship to said entity; and some demonstration or recitation of the authority of the person making the application to act on behalf of the entity and the names, addresses and phone numbers of the Corporate or Executive Officers of said entity.

Where a parade or public assembly is conducted on, over, or upon, or burdening public properties, or employing the facilities thereon, which is also to substantially involve or take place partly or wholly upon private property with the consent of the owner(s) thereof, such owner(s) or their authorized representatives must join as an applicant for any permit for such event.

The person or persons associated in fact, whether or not legally recognized entity, who wish to conduct such parade or public assembly shall apply to the City Manager for a permit. Together with any supplementary information as may be required this application shall be filed with the City Manager not less than 10 days prior to the parade or public assembly to ensure proper processing. The permit will be issued only after approval by the concerned departments listed below. Such application shall at a minimum include:

Revised January 12, 2011

- i. The anticipated number of persons participating on foot, number of units, number and construction of floats: 100
- ii. The date or dates: [REDACTED]
- iii. The hours of each day the event will be conducted:
Set-up Time: 8 AM Start Time: 9 AM End Time: 11 AM Area Cleared By: 11 AM
- iv. The exact location, or, if the parade or public assembly is processional or mobile, the route, the assembly area and the dispersal area. If the parade or public assembly is to pass thru, use or impact the use of any city park or square a separate application must be submitted in addition:

Location/Route (attach map):
Start in Forsyth park on to street and back
to forsyth park

v. Event will consist of the following activities:

5K

vi. Will sound amplification equipment be employed?

No (☒) Yes () If yes, explain _____

Note: applicant must obtain loud speaker permit pursuant to City Code 9-2036, REGULATION OF SOUND EQUIPMENT AND SOUND-AMPLIFYING EQUIPMENT.

- | | |
|---|----------------|
| vii. Will alcoholic beverages be dispensed or sold? | Yes () No (X) |
| viii. Are sales or vendors being planned? | Yes () No (X) |
| ix. Is the use of tents planned? | Yes () No (X) |
| x. Will portable toilets be used? | Yes () No (X) |
| xi. Will dumpsters be used? | Yes () No (X) |
| xii. Is electricity needed? | Yes (X) No () |
| xiii. Will sign or pennants be hung outside? | Yes () No (X) |
| xiv. Will artificial lighting be employed? | Yes () No (X) |
| xv. Will temporary static structures be employed? | Yes () No (X) |

If yes, provide a complete description (including measurements) of the structure:

- xvi. Will vehicles be employed? Yes () No (✓)

If yes, provide a description of each vehicle that will be used and how it will be used:

Revised January 12, 2011

OLD APPLICATION

xvii. Provide a description of the anticipated need for safety, police, medical, sanitation, and other required personnel and equipment, with the anticipated needed numbers and posting by location and time of personnel needed:

Officers for route are needed.

xviii. Provide a description of provisions necessary to the safety and welfare of the participants in the parade or public assembly and members of the public in the area where the parade or public assembly will be conducted and routes of access thereto and there from:

Officers will ensure safety around the route.

xix. Provide a description of measures that will be taken to ensure public health and sanitation:

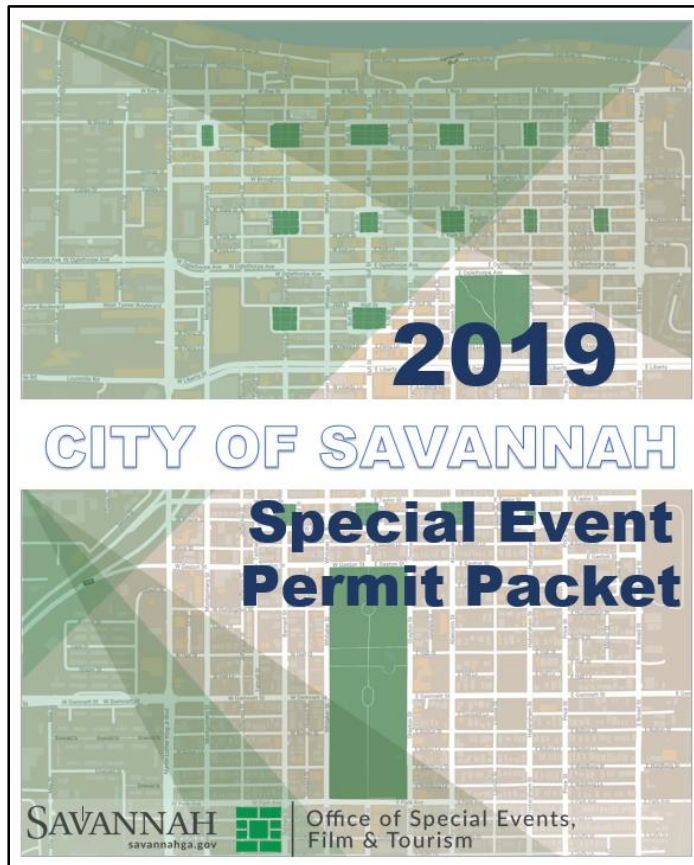
The officers will ensure safety along the route

xx. Will the parade or public assembly require that the public spaces or facilities to be used or burdened, or the routes and means of access thereto and there from, be temporarily diverted from their dedicated or customary uses, or the public or private users thereof by diverted or excluded from, or limited in their use or enjoyment of, or their access to or through, said spaces or facilities, before, during or after the parade or public assembly?

Yes () No (✓)

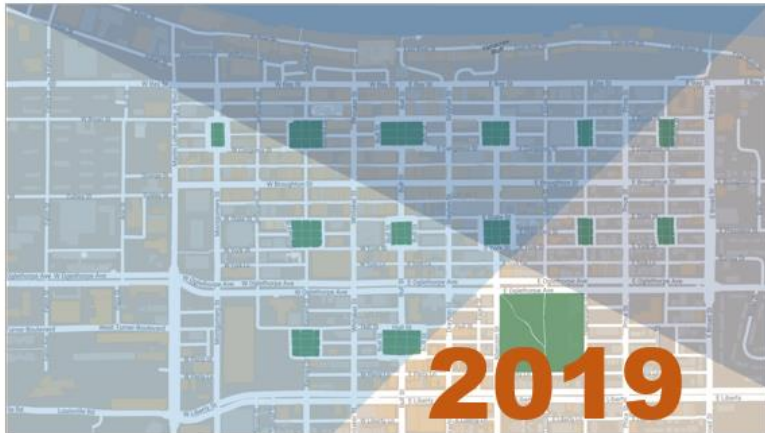
If yes, please describe.

NEW APPLICATION



2019 APPLICATION CHECKLIST	
Please ensure all <u>applicable</u> steps below are completed prior to submitting this application	
APPLICATIONS ARE ACCEPTED NO EARLIER THAN ONE CALENDAR YEAR FROM THE FIRST SET-UP DAY OF EVENT	
GENERAL APPLICATION	
<input type="checkbox"/> Determined projected SEIR Rating (For planning purposes)	
<input type="checkbox"/> Completed all necessary general event information sections	
<input type="checkbox"/> Completed event vendor contact information	
<input type="checkbox"/> Completed security and safety plan	
<input type="checkbox"/> Completed medical plan	
<input type="checkbox"/> Completed waste management / recycling plan	
<input type="checkbox"/> Completed noise control plan	
<input type="checkbox"/> Completed community outreach plan	
<input type="checkbox"/> Attached event flier / advertisement information	
<input type="checkbox"/> Attach completed site plan / route diagram	
<input type="checkbox"/> Signed special events terms and conditions page	
<input type="checkbox"/> Attached Certificate of Insurance naming "The Mayor and Aldermen of the City of Savannah"	
VENDOR INFORMATION	
<input type="checkbox"/> Completed pop-up vendor section	
<input type="checkbox"/> Completed food truck vendor section	
ADDITIONAL APPLICATIONS (As needed)	
<input type="checkbox"/> Submit the City of Savannah temporary alcohol permit application	
<input type="checkbox"/> Submit the State of Georgia Special Event Permit (Temporary alcohol sales)	
<input type="checkbox"/> Submit the Chatham County Department of Health Application (Food services)	
<input type="checkbox"/> Submit the City of Savannah Business Tax Certificate Application	
Submit your COMPLETED application packet to the Office of Special Events, Film & Tourism via one of the options below:	
SUBMIT BY EMAIL: events@savannahga.gov (QUICKEST)	
OR	
SUBMIT IN PERSON: 1 Waring Drive (Located inside Daffin Park along Waters Ave)	
SUBMIT BY MAIL: Office of Special Events, Film & Tourism P.O. BOX 1027 Savannah, GA 31402	
SUBMIT BY FAX: 912-525-1781	
CITY OF SAVANNAH – OFFICE OF SPECIAL EVENTS, FILM & TOURISM 2019 PERMIT PACKET	
2	

RESOURCE GUIDE



CITY OF SAVANNAH



What the guide will have:

- HOW TO HOST AN EVENT IN SAVANNAH
- City contact info
- Fees
- Instructions on how to complete the permit
- Policy
- FAQ
- Permit Review Meeting Dates

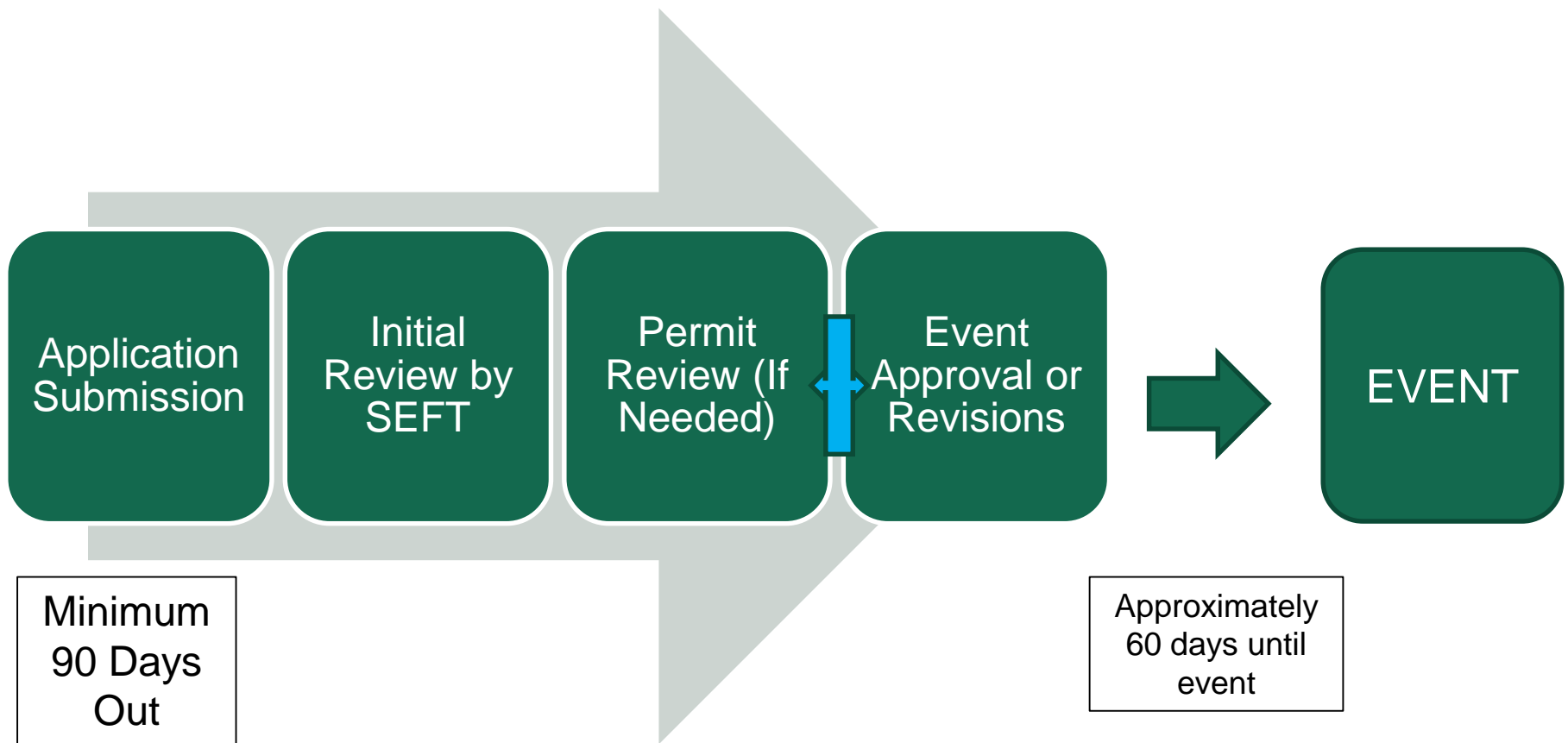
SINGLE POINT OF ENTRY

All event applications will come through the
Special Events, Film & Tourism Office

EMAIL - Events@SavannahGa.Gov

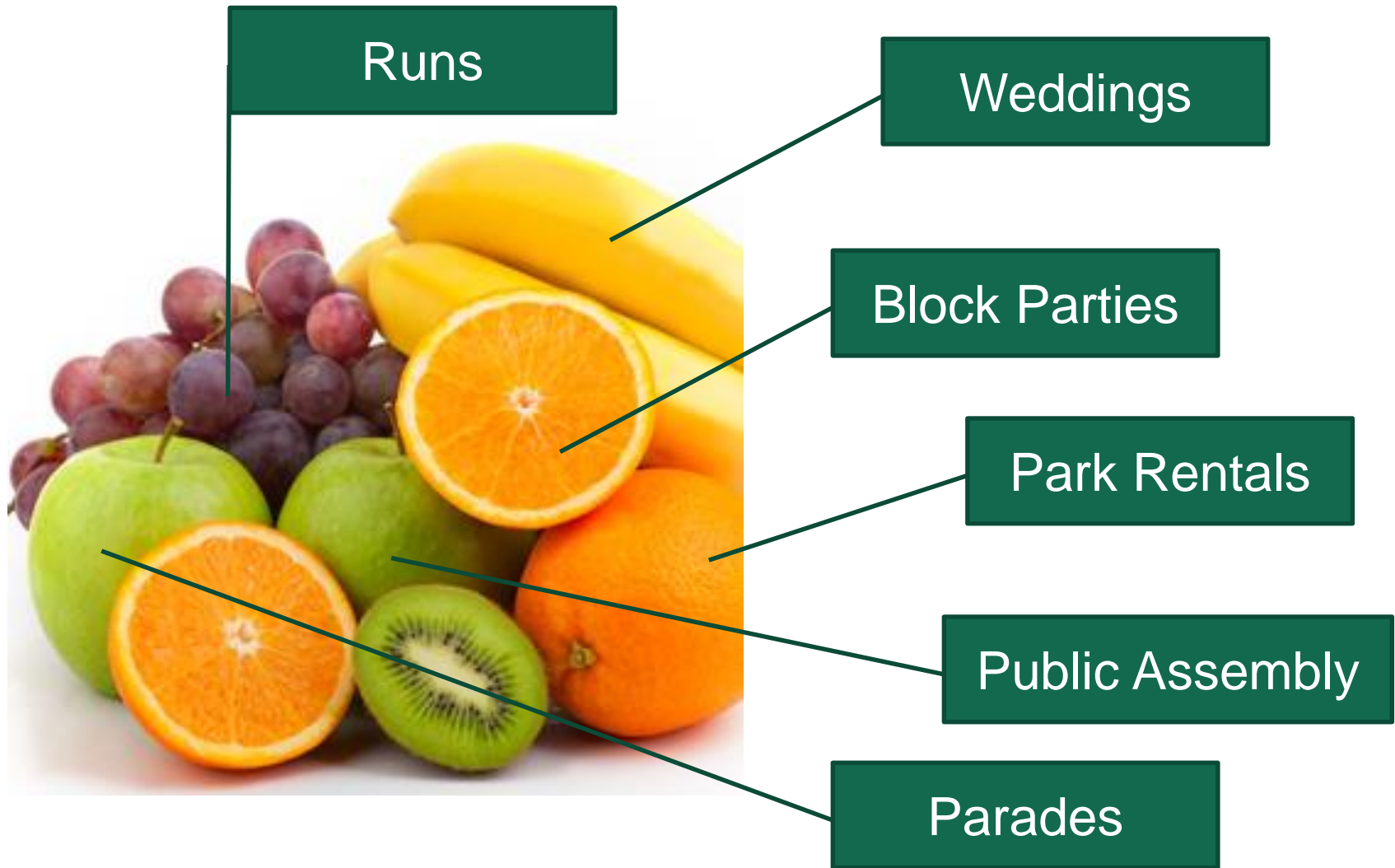
FAX - 912-525-1781

MAIL OR HAND DELIVER – 1 Waring Drive (Daffin Park)



PRO TIP: HAVE YOUR NEXT EVENT APPLICATION READY FOR SUBMISSION AT THE END OF THE CURRENT YEAR'S EVENT

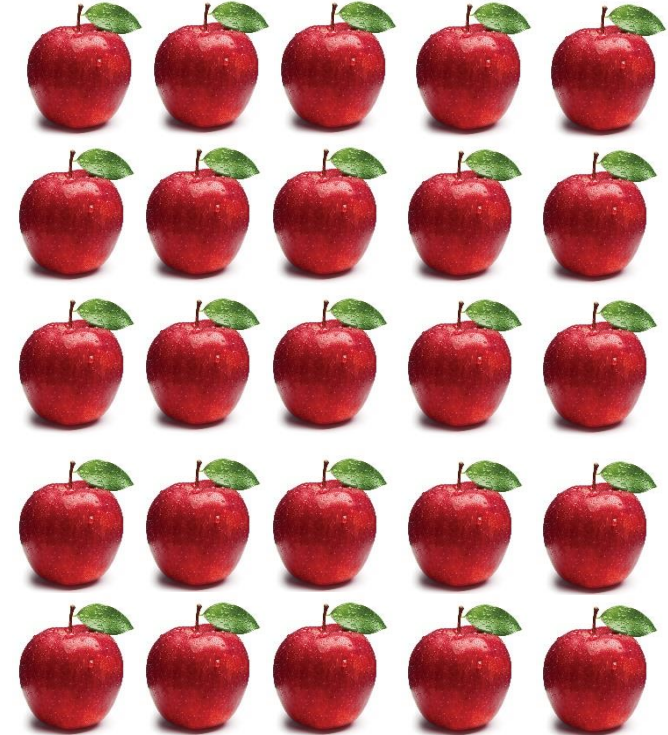
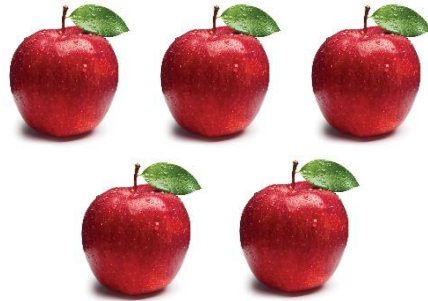
CHANGE OF PRESPECTIVE



CHANGE OF PERSPECTIVE

Define events not by their type but by their size and impact.

A wedding is just as much an event as a run. We must change the mindset of seeing events in separate classifications.



SEIR

- Special Event Impact Rating
- Categorizes event by impact, rather than type
- Allows for organizer to determine HOW MUCH they are willing to put into the process
- Holds organizer accountable to requirements
- Allows for denial if organizer cannot guarantee commitment to requirements
- Clearly defined and logical
- Transparent
- In application, resource guide, and found online

SEIR

IMPACT RATING is determined by the column the applicant touches based on their highest category reached.

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
CITY RESOURCE NEED	None	PD Only	Minor	Substantial	Major
	Application	Application	Application	Application	Application
	Signature Sheet (All Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)
	Add to City Calendar	Add to City Calendar	Add to City Calendar	Add to City Calendar	Add to City Calendar
		Permit Review Meeting	Permit Review Meeting	Permit Review Meeting	Permit Review Meeting
		Notify Route (Door to Door)	Notify Route (Door to Door)	Notify Route (Door to Door)	Notify Route (Door to Door)
		Clean Up Plan	Clean Up Plan	Clean Up Plan	Clean Up Plan
		Medical Plan	Medical Plan	Medical Plan	Medical Plan
		Site Plan	Site Plan	Site Plan	Site Plan
		Security Plan	Security Plan	Security Plan	Security Plan
			Noise Control Plan	Noise Control Plan	Noise Control Plan
			Notify Associations	Notify Associations	Notify Associations
			30-60 Day notification area	30-60 Day notification area	30-60 Day notification area
			Community Outreach Plan	Community Outreach Plan	Community Outreach Plan
			Neighborhood Meetings	Neighborhood Meetings	Neighborhood Meetings
				Council Presentation	Council Presentation

SEIR LEVELS are assigned to events based on the highest single category classification reached.

EVENT REQUIREMENTS are based on the SEIR Level that corresponds to the event.

Example: A 125 runner 5K that crosses a collector roadway automatically increases from SEIR 2 to SEIR 3.

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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
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LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

EXAMPLE 1 –

- 35 Person Wedding
- Off Peak
- No Parking Need
- No Sound
- No Alcohol
- Residential Square
- SEIR 1 Rating

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
PRIMARY PARK / SQUARE CLASS	Residential Squares Only	Commercial or Large Parks	Large Parks Only	Large Parks Only	Large Parks Only
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Office of Special Events,
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Event Requirements Scale with Event Impact Level

EXAMPLE 2 –

- Same 35 Person Wedding
- **Peak Season (Mar-May, Sep-Nov)**
- No Parking Need
- No Sound
- No Alcohol
- Residential Square
- **SEIR 3 Rating**

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
DISTANCE	1 Block Only	5K or 2 - 5 Blocks	10K or 5 - 10 Blocks	Half / Full or 10 -15 Blocks	Full or 15+ Blocks
DATES	Off Peak	Off Peak	Peak	Peak	Peak
LOCATION			Core Impact Area	Core Impact Area	Core Impact Area
STREET CLASS	Local Only	Local Only	Collector	Arterial	Arterial
STREET CLOSURES	1 Block Only Local Road Only	Intermittent Traffic Control	Yes	Yes	Yes
PARKING CLEAR	No	No	Yes	Yes	Yes
AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
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Event Requirements Scale with Event Impact Level

EXAMPLE 3 –

- 150 Person 5K Run
- Off Peak
- No Parking Need
- Amplified Sound (normal)
- No Alcohol
- ITC Only
- Local Road
- PD Need only from City
- SEIR 2 Rating

SEIR

SPECIAL EVENT IMPACT RATING					
	SEIR 1	SEIR 2	SEIR 3	SEIR 4	SEIR 5
ATTENDANCE	Less than 100	101-299	300-999	1000-4999	Over 5000
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AMPLIFIED SOUND	No	9 AM - 11 PM	7 AM * - 11 PM *w/ restrictions	7 AM * - 11 PM *w/ restrictions	Extraordinary Requests
ALCOHOL	No	Yes	Yes	Yes	Yes
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CITY RESOURCE NEED	None	PD Only	Minor	Substantial	Major
	Application	Application	Application	Application	Application
	Signature Sheet (All Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)	Signature Sheet (Temporary Block Closures)
	Add to City Calendar	Add to City Calendar	Add to City Calendar	Add to City Calendar	Add to City Calendar
		Permit Review Meeting	Permit Review Meeting	Permit Review Meeting	Permit Review Meeting
		Notify Route (Door to Door)	Notify Route (Door to Door)	Notify Route (Door to Door)	Notify Route (Door to Door)
		Clean Up Plan	Clean Up Plan	Clean Up Plan	Clean Up Plan
		Medical Plan	Medical Plan	Medical Plan	Medical Plan
		Site Plan	Site Plan	Site Plan	Site Plan
		Security Plan	Security Plan	Security Plan	Security Plan
			Noise Control Plan	Noise Control Plan	Noise Control Plan
			Notify Associations	Notify Associations	Notify Associations
			30-60 Day notification area	30-60 Day notification area	30-60 Day notification area
			Community Outreach Plan	Community Outreach Plan	Community Outreach Plan
			Neighborhood Meetings	Neighborhood Meetings	Neighborhood Meetings
				Council Presentation	Council Presentation

SEIR LEVELS are assigned to events based on the highest single category classification reached.

EVENT REQUIREMENTS are based on the SEIR Level that corresponds to the event.

Example: A 125 runner 5K that crosses a collector roadway automatically increases from SEIR 2 to SEIR 3.

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Office of Special Events,
Film & Tourism

Event Requirements Scale with Event Impact Level

EXAMPLE 4 –

- SAME 150 Person 5K Run
- **Peak Season**
- No Parking Need
- **Amplified Sound at 7am (announcements only)**
- No Alcohol
- Road Closure
- **Arterial Street**
- PD Need only from City
- **SEIR 4 Rating**

SPECIAL EVENT ORDINANCE

QUICK WIN ORDINANCE CHANGES—

- **TITLE CHANGE**
 - ‘Special Event Ordinance’
- **FEES**
 - Noted per the annual revenue ordinance

Daffin Park Pavilion	\$150	\$225	All fees increased to cover expenses to operate.	Article R. Leisure and Recreation Fees. Section 3: Facility Fee
Daffin Park Pavillon - Non Profit	\$60	\$100	All fees increased to cover expenses to operate.	Article R. Leisure and Recreation Fees Section 3: Facility Fees
Special Events Application Fee	0	\$25	Required application fee for all outdoor special events within the City of Savannah	ARTICLE X. MISCELLANEOUS FEES.
Special Event - Food Truck Vendor Fee	\$ -	\$50.00 / vendor per event	Covers part of the administrative costs associated with processing special event permits. Also will fund special event permitting software purchase and licenses. ***Calculated at average of 2 food trucks per event using vendors***	ARTICLE X. MISCELLANEOUS FEES
Special Event - Event Vendor Fee	\$ -	\$25.00 / vendor per event	Covers part of the administrative costs associated with processing special event permits. Also will fund special event permitting software purchase and licenses. ***Calculated at average of 2 food trucks per event using vendors***	ARTICLE X. MISCELLANEOUS FEES
Special Event Permit Fee	-	\$ 150.00	Covers part of the administrative costs associated with processing special event permits.	ARTICLE X. MISCELLANEOUS FEES

SPECIAL EVENT ORDINANCE

- Application Submission and Review
 - 1 Year Out
 - 90 Days to Event
 - Administrative Shortened Timeline
 - 30 days to review by City
 - Provision for 18 months out for NEW EVENTS that do not fall on a projected event date already taken. (Allows time to plan, one time use only)
 - Denials
 - Based on not fulfilling obligations listed in application
 - Violated the provisions of a permit within the past 3 years (rolling)
 - Application not submitted on time
 - Incomplete applications
 - Fees not paid accordingly
-

Sec. 3-6004. – Special event application.

(a) A special event application shall be submitted to the City for review.

(b) Except as described in section 3-6004(c), special event applications shall be submitted:

(1) No sooner than 365 days prior to the start of the event

(2) No later than 90 days prior to the start of the event

(c) Special event application exceptions

(1) Applications for an event's initial year may be submitted for review up to eighteen months prior to the start of the event.

(a) This provision shall not apply to weddings or wedding receptions.

(2) A shortened timeline may be administratively applied if an event does not require extensive review, does not close any City of Savannah streets, or if the event is expected to have fewer than 100 participants.

THANK YOU

